

## Kentucky Applied Behavior Analyst Licensing Board

July 24, 2015

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on July 24, 2015 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<b><u>Members Present</u></b> Tammy Hammond-Natof, PhD - Chair Anne Gregory Steve Foreman, Vice Chair Scott Brinkman, Attorney at Law Stephen Wood  <b><u>Members Absent</u></b> Allan Allday Cyndi Blackledge, PhD	<b><u>Occupations and Professions Personnel</u></b> Lindsey Melton, Board Administrator  <b><u>Others</u></b> Brian Judy, General Counsel (filled in for Michael Head)
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### **Call to Order**

Dr. Natof called the meeting to order at 10:11am.

### **Approval of Minutes**

Minutes of the June 26, 2015 meeting were presented for the Board's review. Mr. Wood made a motion to approve the minutes as presented. Mr. Foreman seconded that motion and it carried.

### **Financial Report**

The Board reviewed the financial report ending June 30, 2015.

### **Report from O&P**

Mrs. Melton reported the office continues to work closely with the Commonwealth Office of Technology on the online license renewal/database. At this time several licensees have renewed online and there have been very few issues concerning the new system for this Board.

Mrs. Melton also reported that Janet Cox of the Operations Section will be retiring effective July 31, 2015. Ms. Cox has been responsible for monthly financial reports, per diem payments, and personnel actions for the Boards and O&P, as well as numerous other tasks.

The office asks that Boards keep their administrator aware of any budget items, or financial changes that you may expect in the next year as the Operations section works on the next biennium budget. Susan Ellis, Operations Section Supervisor will begin the budget process in September.

### **Board Counsel Report**

Assistant Attorney General Brian Judy filled in for Board Counsel Michael Head as he is currently out of the office. Mr. Judy had no report for the June meeting.

### **Old Business**

The Board discussed the revisions being made to the Regulations in order to incorporate the forms with the regulation language. Mr. Judy informed Dr. Natof that he would need copies of the application forms with the requested revisions showing where the Board made changes. Mr. Judy also explained that he would like the forms to have numbers and the date needs to be reflected on the bottom corner of each form. Mr. Foreman made a motion for form numbers to be added as well as the date added at the bottom of all forms. Mr. Wood seconded that motion and it carried.

Dr. Natof went over the discussion that took place at the meeting regarding Healthcare Workforce in Kentucky. Dr. Natof attended on behalf of the Board and explained that Cabinet for Health and Family Services wants to collect more data from Boards across the healthcare fields. Dr. Natof made a recommendation that the Board go ahead and include some of the areas in their application revisions since they are getting ready to be filed. Mr. Foreman read from a list that the Board could choose from and they selected several of the questions to include in their application.

### **New Business**

Mrs. Melton reported there were seven (7) new applications for the July meeting. The following applications were approved:

- Jacqueline Abrams (LBA)
- Joshua Anna (LBA)
- Jamie Gootee (LBA)
- Leslie Birdwhistell (LBA)
- Judy Simon (LBA) – pending receipt of official transcript

Mrs. Melton reported there are currently 115 licensees at this time.

Member from the Complaints Committee went over case #13-001. The committee has made the recommendation to reopen the case and file a motion of Administrative Hearing and Complaint. Mr. Wood seconded that motion and it carried. Mr. Foreman recused himself and was not present for any discussion regarding the complaint.

#### **Travel and Per Diem**

Mr. Foreman made a motion to approve travel and per diem for today's meeting. Ms. Gregory seconded that motion and it carried unanimously.

#### **Adjournment**

Mr. Foreman made a motion to adjourn the meeting. Ms. Gregory seconded that motion and it carried unanimously. Meeting adjourned at 11:24am.



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**Tammy H. Natof, Chair**